

WISBOROUGH GREEN PARISH COUNCIL ANNUAL REPORT - APRIL 2018

Chairman's Message

Although the Parish Council's financial year ends on 31st March, the first meeting of the Council's new year is May, with the first agenda item being the election of the Chairman. Keith Charman stood down as Chairman last May and I have now put my tiny feet into Keith's giant boots! It is almost impossible to quantify the debt the village owes him having served as Chairman since May 2009; his tireless work, knowledge, tact and all-round sagacity have helped keep the Parish Council effective in maintaining our beautiful village. Thank you Keith.

Although the Chairman has a role in managing the conduct of meetings, it must be remembered that I am just one of nine volunteer Parish Councillors who all generously give much of their time. It is not an easy role at times, trying to balance the interests and passions of different community members or the, sometimes, frustrating opinions of higher authorities. Andrew Jackson as Vice-Chairman has more experience, personally, than many Parish Councils have in total. We should all be very grateful for his knowledge, experience, support and hard work, all of which he continues to give to the village so selflessly. Andrew is Chairman of the all-important Planning Committee but I am keen to acknowledge how other PC Members join different Committees where they have to build specialist knowledge.

I must also take this opportunity to thank both Josef Ransley and Janet Dunton for providing updates to the PC at meetings and for the support advice and support they provide.

I find it hard to believe that it is almost a year since I took over from Keith and much has happened in that year. Whilst not direct PC responsibilities it is exciting to see the steady progress being made in the village on a range of major projects: the Sports Association are to be congratulated on the time, and money, they have devoted to the redevelopment of the Sports Pavilion, endeavouring to create a facility that will stand the village in good stead as it grows and evolves over the next 100 years; the Village Hall Management Committee have been working, and re-working, the plans to upgrade and update the Hall, when complete it will be an excellent asset for the village and will also be set fair for future years. Many thanks and well done to Keith Carter and his team.

We have two new developments underway in the village: Jones Homes are toiling in the mud in Great Meadow on the Petworth Road and Runnymede Homes hope to be on site at Winterfold soon. These developments go a long way to meeting the allocation of new homes that CDC required in the village and come with the bonus of affordable housing which will help to ensure that those who want to live in Wisborough Green, and have a connection to the village, should find a home here. Affordable homes are a significant issue for the village and I hope that the establishment of a Community Land Trust will assist in addressing this in the future.

You will know that the appeal against the refusal of planning consent on Stable Field was upheld last month; this was a significant 'win' for the village and served to demonstrate that the time and effort put into writing a good Neighbourhood Plan was well spent.

Traffic, especially speed and parking, continues to be of concern and whilst we have nothing concrete to report the Traffic Management Plan group continue to plug away.

There is a legend, dating back to the time of Charles II, that if the six resident ravens were ever to leave the Tower of London then both the Kingdom and the Tower would fall; that is just a legend. However, I can say with almost complete certainty that if Louise were ever to stop being Wisborough Green then the village would fall into an, metaphorical, abyss: Louise is the Lionel Messi of Parish Clerks and we all owe her so much. Let's hope she doesn't become a transfer target! Louise, after 15 years, we could not imagine life without you, thanks.

The following is a brief summary of the Parish Council's year:

Meetings

Full Council: Over the year, the Parish Council met on 10 occasions, on the third Tuesday of the month at 7.45 pm, in the Committee Room at the back of the Village Hall. We also held two additional meetings in February and March

specifically to consider plans for a new sports pavilion; details later in this report. As in all years, meetings are not scheduled in August or December, but members and the Clerk remained busy behind the scenes. Details of all meetings are published on the notice boards and website. Please do come along whether you wish to voice your concerns or make suggestions, or perhaps just to get a better understanding of the Council's role. You are most welcome and there is always a public questions section at every meeting to enable members of the public to address the Council. The agenda and minutes can be found on the village website.

Finance Committee: The Parish Council established this new committee in 2017. Over the past year, this committee has met on 3 occasions to review the budget and consider the implications of the new Data Protection regulations that come into effect in May 2018. Having a separate meeting has allowed more in-depth discussion and scrutiny which is vital for effective management.

Planning Committee: During the year, the Parish Council reviewed 52 applications (67 last year). Plans were reviewed at full Parish Council meetings, although a Planning Committee meeting was called on 13 occasions to meet response deadlines.

External Meetings / Consultations

It is obviously important for councillors to be fully briefed on the issues that might affect our Parish. Members and the Clerk have therefore attended numerous meetings throughout the year such as the All Parishes Meetings at CDC, North East Parish Forums and meetings with CDC and WSCC to discuss specific parish issues. The Council has also responded to a number of consultations including those relating to Gatwick Airport.

Training

As the role and responsibilities for the Council increase, it is important to ensure that best practice is undertaken. The Clerk has therefore attended three courses; Health & Safety, Data Protection and Budgeting.

Publicity

Newsletter: We have continued with our newsletters to update you on the various issues that affect the Parish as they arise. It is with thanks to the distribution team of the Ad Vincula that delivery costs have been kept down.

Website: We are delighted that our new village website went live in the summer (www.wisboroughgreen.org). This is kept up to date by the Clerk and is another useful source of information for residents as well as visitors.

New Data Protection Requirements

The Parish Council has engaged a local company to ensure that the Parish Council is compliant and has the necessary safeguards in place.

Future Housing

Land South of Meadowbank: The outline consent, which determined the number of houses and access, was permitted by CDC in July 2015. The site was acquired by Jones Homes and the Parish Council initially objected to their detailed plans. After satisfying conditions and further discussion with the Parish Council to amend final housing design, the Reserve Matters application was permitted by CDC in October and work has now started.

Although the site is still being marketed as Bluebell Meadow, CDC has now confirmed that it will be named 'Great Meadow'. We are grateful to History Society members who investigated and provided the Parish Council with details from the Tithe Map, reference 1329, where the field was listed as 'Great Meadow', owned by George Tripp and occupied by George Tupper.

Winterfold Fields: The outline planning application was permitted by CDC in March 2016. During 2017/18 the Parish Council held several positive meetings with Runnymede Homes to ensure that the development would sit well in the village and as such, raised no objection to the recent Reserve Matters application. Once approved by CDC, it is anticipated that the work will start this summer.

Winterfold Community Land: We are all very excited that as part of this development, the village will gain another community open space, which will be gifted to the Parish Council. We are currently negotiating the provision of a 750m circular route around the area, which will provide a path accessible to all throughout the year. It is hoped that

this path will provide a useful exercise circuit for the school as well as our village runners. We will keep you posted as plans progress.

Community Land Trust (CLT)

Wisborough Green is similar to many places but also different. We have a shortage of affordable housing; homes for people who have grown up here, people who want to stay here, people who love WG and, most importantly, people who can't afford to live here because it's such a wonderful place that demand has outstripped supply and prices have been pushed ever upwards.

When there is any new development site, of which we currently have two, there is a requirement that a percentage is provided as affordable homes. The Government's preferred scheme is that these are delivered on a 'shared ownership' basis, however, shared ownership in WG is still unaffordable; this is why WG is different. The Parish Council therefore wants these homes to be available at a properly affordable rent and is committed to delivering this, one way or another.

The Parish Council has had discussions with housing associations and this is still a viable option although some housing associations appear more committed to shared ownership than the Council. Another option is that we establish a Community Land Trust which would own the homes and would give the community much greater influence on the eligibility criteria for occupancy. A CLT is not the Parish Council and is established as a separate legal entity. Having sought advice and fully discussed, the Parish Council has now agreed that a CLT should be set up. Expressions of interest in being involved have already been received, but any further offers of help would be welcomed.

Neighbourhood Plan (NP) and Village Design Guide

Chichester Local Plan Key Policies (2014-2029) was adopted in July 2015 (our Village NP in July 2016). The Inspector required CDC to complete a review within five years to ensure sufficient housing was planned to meet the needs of Chichester District (excluding the area in the South Downs National Park). The government gives high priority to increasing housing delivery and the Chichester District will be expected to take its share of new development. If the plans are not updated the district might be subject to speculative applications for new development which could lead to additional unplanned housing being imposed.

At this stage, we are unsure what effect the Local Plan Review will have on Wisborough Green and its current NP. We anticipate further information in June, but in the meantime, we are establishing a working group to review our own NP and policies. If anyone would be keen to join this group you do not need to be a Parish Councillor and new eyes and thoughts could make a useful contribution.

We are also delighted to say that our Village Design Guide was considered by the CDC Planning Committee at its February meeting. Subject to a few minor amendments, the committee has resolved to approve the document as a Village Design Statement, to be used as supplementary planning guidance in support of the Neighbourhood Plan.

Planning Appeals: During the year the Parish Council submitted responses to appeals against CDC's refusal of development at Old Helyers Farm and Stable Field, Kirdford Road. In the case of Stable Field, the Parish Council made representation at the Public Inquiry held in Chichester at the end of January 2018. Fortunately both appeals were dismissed but it is important to note the Inspector's comments which demonstrated the weight and importance of our Neighbourhood Plan.

Gatwick Airport

The Parish Council is watching Gatwick Airport closely in terms of flight paths and further expansion. Cllr Peter Drummond continues to attend the Association of Parish Councils Aviation Group (APCAG) meetings and advises in the preparation of consultation responses. Discussions with Gatwick Airport are making reasonable progress. It is interesting to note that the Noise Management Board, established as a result of the immense public response to changes to and trials of new flight paths, are being fully consulted on the plans for Night Flight Trials in 2019: this wouldn't have happened 4 years ago. The Parish Council will provide more information about the Night Trials and include links on the village website when available.

Boxal Bridge

This bridge, on the Parish boundary with Kirdford, featured again in Parish Council discussion during the year. WSCC advised in September 2016 that it remained committed to replace the bridge. Keep Kirdford and Wisborough Green (KKWG) was successful in getting the bridge Listed by Historic England however notification has just been received that WSCC has challenged this decision. WSCC has recently advised that it remained committed to developing the

bridge scheme so that it would be ready when intervention became necessary, and would be undertaking soil testing so that the strength properties of the ground could be established for foundation design purposes. The Parish Council had written to request further involvement.

Village Hall Modernisation Plans

Although the Hall is owned by the Parish Council, it is managed by the Village Hall Management Committee. We are extremely grateful to these volunteers who manage the day-to-day running for this community. A Working Group, which includes Parish Council representatives, was established to look at the feasibility of modernising the hall to meet today's and future needs for all user groups. Initial plans were on consultation in February 2017 and taking on board observations and following further discussions with CDC, it is hoped that the latest iteration will now progress through the planning system and a positive decision received shortly.

Village Hall Lease & Land Registration

Following legal advice, the Parish Council entered into a new 99 year Lease with the Village Hall Trustees. This has allowed the Parish Council to be reimbursed for its investment in the Old Workhouse and to provide a longer term lease to provide security for the planned modernisation and investment. During this process it became apparent that the property was not registered with Land Registry and this has now been completed.

New Sports Pavilion

Over the last months and years the Sports Association has been putting time and money into developing plans for a replacement pavilion on the village green; it is another huge voluntary effort. As it will be a large new structure on the village's prime asset, the green, it is essential to 'get it right' as any error cannot be undone. The Parish Council initially supported the first plans presented to the Parish Council and which were on display at the consultation event in February 2017. However, in discussion with CDC, changes were made and recent presentations have demonstrated the extent of the building in the context of the Green. The Parish Council has now established a working group to explore the necessary changes to the design to secure the unequivocal support of the Parish Council.

Road Safety

A consultation event was held in February 2017 which gave the Parish Council direction on the community's priorities for road improvements. A number of meetings have been held during the year, with some success but also incredibly frustrating at times!

- Cricketer's Crossroads: WSCC has confirmed that the Community Highway Scheme application to make safety improvements at the junction and improve pedestrian links will progress to the design stage in 2018/19. If the scheme is adopted it could be implemented the following year, funds permitting.
- Newpound Lane Junction with B2133: Subject to agreement of boundary treatment, both landowners have now approved in principle to the cutting back of the current hedge to improve visibility.
- Speed Indicator Device: Sites for the portable device to be moved around the village have now been assessed and approved. The Parish Council will submit details of its preferred device to WSCC for approval.
- Durbans Road TRO: An application for a Traffic Regulation Order to reduce the 40 mph speed limit to 30 mph was submitted. However, despite passing the first stage of the process, the Parish Council was advised by WSCC Highways that "The speed data has now been collected and the average speeds range between 26.5mph to 41.5mph, with four out of the six survey results exceeding the maximum average speed (32.9mph) intervention level defined in the Policy. Consequently officers cannot promote a 30mph speed limit for Durbans Road." Words fail sometimes! The Parish Council has therefore requested speed data where speed limits have been reduced, such as the A285 through Halnaker and also the A29, between Coldwaltham and Watersfield. We will follow-up with WSCC Highways and Janet Duncton, our County Councillor, will be supporting us in our endeavours.
- Durbans Road Build-out: Although Runnymede Homes is willing to provide the build-out to replace the erroneous pavement, WSCC had advised that it could not support as it was considered isolated traffic calming. The Parish Council feels that it is not isolated traffic calming but allied to the crossroad improvements. As this proposal would be at no cost to the highways authority the Parish Council will be following up with WSCC.
- Butts Meadow/Carters Way: A new parking area was installed at the bottom of Butts Meadow by Hyde Housing to serve the residents in the bungalows, many of whom are elderly, have health concerns or are disabled. The area is managed by Hyde Housing. The Parish Council is continuing in its efforts to see where additional parking

could be created on the estates.

- Hughes Hill: We were all shocked and saddened at the beginning of the year to hear of the tragic accident on Hughes Hill. Newpound is an important area of our Parish and the Parish Council shares residents' concerns about this stretch of road. Speeding and traffic were raised as key concerns during our Neighbourhood Plan process and, since then, the Parish Council has been working with WSCC Highways to try to address some of these concerns: speeding on the B2133 as well as visibility when exiting Newpound Lane. The Parish Council has no power to make changes and can only research and suggest possible improvement options; the PC can only apply pressure to the highways authority which ultimately makes the decisions. Like many residents, the Parish Council is frequently frustrated that, as local people, we see, hear and are aware of the issues yet the highways authority seem to rely on procedure, quoting statistics and blaming driver behaviour. The Parish Council has requested a meeting with the WSCC Highways as soon as the accident report has been released when residents' concerns and suggestions will be raised.
- School Road One-Way and Parking Issues: During the year, residents raised concerns about behaviour and attitude of school parents. Meetings with residents and the school were held, and information circulated to parents to reinforce the importance of the voluntary one-way system and that the inconsiderate behaviour of a few parents had caused upset. The car park at the front of the school was enlarged as part of the recent work and this has therefore removed some staff cars off the road. It is also hoped that the provision of a car park in the Winterfold development will provide an additional park and stride area. The Parish Council is grateful to the school and Climbing Bears for their continued efforts and to School Road residents for their tolerance at the busy times of day.
WSCC also undertook an assessment of the walking to school route and proposed additional flashing warning signs in the village. The Parish Council objected to this proposal as it was not in keeping with the Conservation Area or a rural village; the idea was also not supported by the school.
- Community Speed Watch: The Parish Council is delighted that having successfully completed their training, a small group of volunteers will shortly be out at 3 locations in the village. There is still time to get involved if you have a few spare hours a month; please contact the Clerk.

Environmental

- The Green: The Green Coordination Group, comprising of representatives from the Sports Association, Parish Council and Community, met twice to consider the issues that might affect the Green. The Green is our most valuable asset and it is therefore important to ensure that it is maintained for the benefit of the whole community and for the many events, not just the sporting activities. As such, we continue with our programme of ground works and are also delighted to support the various events that take place.
- Dog Fouling: Frustratingly, despite highlighting the unpleasantness, we continue to have an issue around the village, and not just on the village green. A dog bag dispenser was installed in Kirdford Road to encourage responsible dog ownership.
- Trees: We continue to inspect the trees on an annual basis and general maintenance work was undertaken again in February. Unfortunately, a small diseased Horse Chestnut was removed from the Little Green and has been replaced by a new Oak. The Oak that was planted on the School Road side sadly died, but at the request of the nearby residents, has now been replaced by a smaller tree, Acer 'October Glory, which will give autumn colour. We also lost a Cherry outside the old Forrest Stores, but this will not be replaced due to the location of services.
- Benches: The benches are assessed on an annual basis and repaired as necessary. The Parish Council was delighted to receive two donated benches; our thanks to the families involved.
- Verge Damage: We have an on-going battle with drivers who park or drive on the grass, often causing considerable damage. We continue to repair tyre tracks and replace the wooden posts as required.
- Litter: Although we have a litter warden to undertake litter collection in the centre of the village, we have again organised two successful litter picking sessions, in October and April. These sessions continue to be well supported and create a sense of pride in our village and satisfaction at the end result. We are very grateful to all those who have helped, and also to the many individuals who pick up litter as they walk around the village.
- Playground: The playground is inspected by a Parish Councillor on a weekly basis, with the annual inspection undertaken in August by an accredited company. Repairs are undertaken as necessary.
- Pond: It seems that we have the pond weed under control and the appearance has improved considerably. The pond contractor will continue to make annual visits to ensure that the weed does not return.
- Public Toilets: We have the occasional issue with the toilets, but on the whole, the facility continues to be appreciated by visitors and residents. During the summer months, the pressure on the facilities increases and as

such, the Parish Council organised additional weekend cleans. The Parish Council continues to receive appreciative comments from visitors, as well as donations from local organisations and businesses. The Parish Council is again very grateful to Kirdford Parish Council for its continued support.

- Parking Stoppers: In an effort to keep cars from parking over the pavement outside The Three Crowns, further parking stoppers have been installed. This appears to be working well and the stoppers have remained secure. It is anticipated that further stoppers across all bays will be completed this coming year.
- Christmas Lights: Having been successful for two years, sadly the Christmas lights on the Horse Chestnut by The Three Crowns failed; it appears that squirrels or birds nibbled through the wires. The Parish Council will be re-considering the arrangements for Christmas 2018.

Winter Management Plan

The Plan is agreed with WSCC on an annual basis to ensure that the village remains accessible in extreme snow conditions. We again contracted E P Clark & Co Ltd to undertake additional limited snow clearing and gritting and fortunately, with the snowfall being relatively short lived, only a small amount of pavement gritting was required.

BT Phone Box

Having looked in a sorry state for some time, we are pleased to say that the telephone kiosk will shortly be restored and converted into an Information Point. As a result of the kiosk's condition and the presence of lead paint, this has turned into a bigger project than we originally intended. Starting fairly shortly, a professional contractor will be used to return the kiosk to its former glory. This will be followed by the installation of a village map and leaflet dispensers to provide a reference point for visitors to the village as well as residents. Obviously the Parish Council will monitor the condition and ensure that it remains tidy, but any help would be much appreciated: would anyone like to step forward to take on the role of Grand Keeper of the Kiosk? Please let the Clerk know if you are prepared to help. We are delighted to say that CDC has awarded a grant of 50% of the total cost; £2,374.00.

New Homes Bonus – New Noticeboard

Using this funding available from CDC, the Parish Council agreed to replace the noticeboard on the side of the bus shelter. This had been looking untidy for some time, so the new enclosed board should protect notices and improve appearance in this visible village location.

Assets of Community Value

In the Neighbourhood Plan consultation, the Wisborough Green Stores was identified as an important village asset. With the limited bus service many people have difficulty leaving the village and the stores provide a vital service. Even those of us who regularly use supermarkets appreciate having our local store, so thank you Allan and Debbie Self. For this reason, with the kind approval of Allan and Debbie, Wisborough Green Stores will appear on the CDC's Register of Community Assets. This means that if the shop unit (excluding the residential element) is to be put on the market, CDC would be notified and the Parish Council would have a 6 week period to indicate their intentions. If the Parish Council provide a written request to be considered (or identified another community based or eligible organisation) as a potential bidder, the property could not be disposed of during a 6 month moratorium. This registration therefore gives the village an opportunity to ensure that the shop is retained, if this is the community's wish.

Allotments

The allotments have generally been worked well, but a few changes occurred in April as plots were handed back by residents leaving the village. The Parish Council has taken the opportunity to reduce the size of some plots to enable more residents to take advantage of this facility and to make more manageable. There are currently 3 small plots available.

Unfortunately, a high water bill was received last year which was not covered by the rent. The Parish Council undertakes a regular rent review to ensure that the Council is not making money from the allotments, but equally, the rent must cover the cost of water; the residents of Wisborough Green should not be subsidising the vegetables of just a few! As such, the Parish Council has written to all tenants to request water saving measures and to advise that a supplementary water charge will be introduced if the level of water use continues.

And finally, Explanation of Accounts for Year End 31st March 2018

Income

- The total income for the year, not including money transferred into the budget from the reserve fund, was £73016.72, £7684.66 up on budget.
- The allotment rents are higher than anticipated due to payments for 2018/2019 being received in this financial year. The Parish Council has also introduced a £30 deposit for new lettings to cover clear up costs should allotments be left in a poor state; these payments have been transferred to a reserve fund.
- The donations relate to new 2 new benches purchased for the village green; our grateful thanks to the families involved.
- The fund transferred from the Reserve Account relates to the balance remaining in the playground fund, which has now been closed. For the past 4 years, this reserve has been used to pay the playground loan repayment each year (£1101.06). Future loan repayments will be included in budget. Provision was made to use the Village Hall reserve for legal expenses should the budget require, but this was not necessary.
- The village was in receipt of £930 New Homes Bonus funding to assist in the purchase of the new bus shelter noticeboard, the cost of which totalled £1539.00.
- With regard to the village toilets, the Parish Council is now fully funding the cleaning expenses but is grateful to the companies and organisations that make a donation towards the facilities and for other donations made from grateful visitors. We are also grateful to Kirdford Parish Council that, again, made a donation of £500.
- Negotiations continued during the year to update the Lease to reflect the income received for the Old Workhouse (the residential element) and to provide longer-term security for the modernisation project. We are pleased to say that the Lease has now been signed; the Parish Council received £12,600 on signing, being 42% of the residential income since August 2016. Future annual payments will be 42% of the residential income. No income was received in 2016/2017.

Expenditure

- Administration for the year, which includes the Clerk's salary and all other expenses that allows the Council to function efficiently, totalled £29,105.93: slightly up on the previous year.
- Admin Miscellaneous is slightly up on budget but includes the cost of the new village website and some additional support.
- Audit fees increased due to the need to appoint a new internal auditor following the incumbent's retirement.
- The Clerk's salary was higher than budgeted due to a miscalculation when budget setting; the Clerk received no pay increase in 2017/18.
- The legal and professional fees relate to the Village Hall Lease and registration of the property with the Land Registry.
- Publicity costs have been reduced by appointing a new printer for the Parish Council newsletter and the distribution of Ad Vincula being through a local team rather than by post.
- The telephone charge includes the cost of broadband for the Village Hall as well as the Parish Council's own telephone line and broadband. The Parish Council requires broadband in the Hall, in particular, for reviewing planning applications online.
- Training courses were attended by the Clerk to ensure that the Council remains updated.
- The Parish Council has continued to maintain the outside of the allotment hedge, with help from the allotment tenants on the inside. Unfortunately, a hugely increased water bill was received; an increase of £420.38 on last year. It is unknown whether this relates to a water leak that was repaired or increased use by tenants. All tenants have been advised that a supplementary water charge will be introduced for this year, and measures to reduce water consumption must be taken by all. The Parish Council will be monitoring this situation carefully.
- A low interest loan was taken out to cover the cost of the Old Workhouse refurbishment. The Parish Council will be making an annual payment of £6,716.66 over the next 7 years, the cost of which is covered by the payment received from the Village Hall if the property remains let.
- The Parish Council is responsible for general village maintenance to preserve the village's appearance. A total of £18,305.39 was spent: slightly up on budget. General maintenance included £1,525 on tree work, the installation of posts, repair of verges and provision of dog bags.

- Work was undertaken on the Village Green. The Parish Council funded verti-draining, weed killing, fertilising and fair damage repairs which are the elements required for general recreational use. The Sports Association funded sports activity repairs.
- The Parish Council continues to engage a Litter Warden. Combined with the cost of emptying the dog and litterbins, £3,295.40 was spent on cleaning the Conservation Area.
- The public toilet cleaning costs were £6,121.34 for the year including consumables. Donations totalled £1,810, therefore the direct cost to the Parish was £4,311.34; this included extra weekend cleans from the beginning of June through to the end of September. The Parish Council continues to receive positive feedback from residents and visitors who are grateful for these facilities.
- The Council continues to support village organisations with donations and was pleased to support the Minibus Association with a donation of £300 and St Peter's PCC with a donation of £1,250 towards the churchyard grass cutting and clock maintenance.
- Applications from other outside village organisations were also considered and the Parish Council agreed donations, funded from the Section 137 budget, to St Catherine's Hospice (£100), Arun & Chichester Citizen's Advice Bureau (£50) and Remembrance wreaths (£100). The Council also agreed to make a £1,000 donation to Plaistow & Ifold Parish Council towards the costs associated with the Crouchlands Biogas Public Inquiry.
- The Council reviewed the reserve transfers at the year-end and agreed to the budgeted transfers as detailed below.

Reserves for Year Ending March 2018				
Reserve Account	Opening Balance at 01.04.17	Transfers to Reserves	Less Expenditure	Closing Balance at 31.03.18
Village Hall	18,623.22	0.00	0.00	18,623.22
Lay-By Project	9,500.00	2,000.00	0.00	11,500.00
Playground Project	195.94	0.00	195.94	0.00
Allotment Deposits	0.00	90.00	0.00	90.00
Youth Club	643.83	0.00	0.00	643.83
Watershed	7,262.27	0.00	0.00	7,262.27
	36,225.26	2,090.00	195.94	38,119.32

Year End Bank Reconciliation as at 31 March 2018		
Current Account	22,446.10	
Reserve Account	<u>38,020.17</u>	
		60,466.27
Less unpresented cheques from current account as at 31 st March 2018		8,704.59
Add any unbanked cash as at 31 st March 2018		<u>0.00</u>
		51,761.68
Add VAT refund to be submitted and will be received in May 2018		<u>1,021.26</u>
		52,782.94
<u>Less funds allocated to:</u>		
Village Hall	18,623.22	
Lay-By Project	11,500.00	
Allotment Deposits (holding)	90.00	
Youth Club Closing Funds (holding)	643.83	
Watershed Grant Fund	<u>7,262.27</u>	
		<u>38,119.32</u>
Funds to be Transferred to General Reserve		<u>14,663.62</u>

INCOME & EXPENDITURE COMPARED TO BUDGET

	Year End March 2017		Year End March 2018	
	Actual	Budget	Actual	Budget
Income				
Allotment Rents	372.00	375.00	455.00	423.00
Allotment Deposits	0.00	0.00	90.00	0.00
Annual Fair	310.00	310.00	250.00	310.00
Bank Interest	65.32	25.00	9.72	15.00
Bank Holiday HSoc and Others	0.00	2,905.00	0.00	0.00
Donations	0.00	0.00	790.00	0.00
Donation from Sports Assoc.	0.00	1000.00	0.00	0.00
Donations from Village Hall	250.00	500.00	0.00	0.00
Funds from Reserves	25,262.24	21,101.06	195.94	2,695.94
Grants	1,567.84	0.00	930.00	0.00
Public Works Loan	49,975.00	0.00	0.00	0.00
Precept (and top up grant)	55,000.00	55,000.00	56,000.00	56,000.00
Public Toilets	1,527.50	1200.00	1,810.00	1,200.00
Sundry Income	743.25	30.00	82.00	80.00
Workhouse Rent	0.00	8,800.00	12,600.00	7,500.00
Total Income	135,073.15	91,246.06	73,212.66	68,223.94
Expense				
Administration				
Admin Miscellaneous	974.11	2,200.00	1,709.33	1,500.00
Audit Fees	482.50	400.00	681.43	700.00
Bank Charges & Interest	0.00	0.00	0.00	0.00
Clerk Salary	17,371.49	16,598.00	20,209.92	18,850.00
Clerk Travel Expenses	81.70	100.00	77.20	100.00
Insurance	1,455.33	1,500.00	1,511.43	1,500.00
Legal & Professional Fees	4,352.58	1,500.00	1,167.00	2,500.00
Office Supplies	306.26	300.00	110.07	300.00
Postage	80.73	75.00	77.14	75.00
Publicity	1,122.60	1,200.00	480.00	1,200.00
Section 137	400.00	500.00	1,250.00	500.00
Subscriptions	684.14	700.00	791.22	700.00
Telephone/Broadband	930.59	850.00	853.19	850.00
Training Courses	329.00	100.00	188.00	100.00
Total Administration	28,571.03	26,023.00	29,105.93	28,875.00
Allotments				
Allotment Maintenance	370.00	100.00	256.00	400.00
Water	335.40	320.00	755.78	320.00
Total Allotments	705.40	420.00	1,011.78	720.00
Chairman's Allowance	88.07	250.00	58.98	250.00
Donations Paid				
Churchyard Maintenance	1,250.00	1,250.00	1,250.00	1,250.00
Minibus	300.00	300.00	300.00	300.00
Total Donations Paid	1,550.00	2,550.00	1,550.00	1,550.00

INCOME & EXPENDITURE COMPARED TO BUDGET CONTINUED

	Year End March 2017		Year End March 2018	
	Actual	Budget	Actual	Budget
Village Hall and Workhouse				
Village Hall Expenditure	0.00	0.00	0.00	0.00
Village Hall Reserve (To)	20,361.55	0.00	0.00	0.00
Workhouse Property Exp	1,672.91	1,927.00	0.00	0.00
Workhouse Reserve Fund (To)	0.00	0.00	0.00	0.00
Workhouse Refurbishment	29,081.18	19,700.00	0.00	0.00
Wkhse Loan Repayment	3,339.63	0.00	6,716.66	6,679.26
Total Village Hall and Workhse	54,455.27	21,627.00	6,716.66	6,679.26
Village Maintenance				
CDC Litter Collection	2,904.44	3,015.00	1,895.40	2,100.00
Christmas Tree and Lights	0.00	50.00	0.00	300.00
General Maintenance	3,364.09	4,000.00	2,677.77	1,000.00
Grass Cutting	4,288.00	4,353.00	4,350.00	4,484.00
Green Maintenance	1,525.30	1,500.00	1,545.00	1,500.00
Litter Warden	1,400.00	1,500.00	1,400.00	1,400.00
Marquee	0.00	3,000.00	0.00	0.00
Path Maintenance	137.00	500.00	0.00	500.00
Playground Maintenance	2,216.65	2,000.00	315.88	200.00
Pond Maintenance	442.50	1,200.00	0.00	150.00
Public Toilets	5,778.82	6,000.00	6,121.34	6,100.00
Winter Management Plan	0.00	500.00	0.00	500.00
Total Village Maintenance	22,056.80	27,618.00	18,305.39	18,234.00
Village Projects				
Village Benches	0.00	0.00	772.47	0.00
Other Projects	1,722.50	600.00	539.70	5,000.00
Neighbourhood Plan	521.60	1500.00	0.00	0.00
Paths & Roads Projects	0.00	0.00	0.00	0.00
Paths & Roads (To reserve)	0.00	0.00	2,000.00	2,000.00
Playground Projects (Loan repayment)	0.00	0.00	905.12	905.12
Loan Repayment (From Reserve)	1,101.06	1101.06	195.94	195.94
Pond Project	0.00	0.00	0.00	0.00
Projects on the Green	616.82	730.00	1,078.15	2,000.00
Restricted Grants	330.00	330.00	930.00	0.00
Watershed Funding	460.00	0.00	0.00	0.00
Transfer to Reserves	643.83	0.00	90.00	0.00
Total Village Projects	5,395.81	3,931.06	6,511.38	10,101.06
Total Expense	112,822.38	82,419.06	63,260.12	66,409.32
Net Income	22,250.77	8,827.00	9,952.54	1,814.62